

TOWN OF MAYNARD

Position Description

TITLE: Administrative Assistant

DATE: 1/4/2013

DEPARTMENT: Department of Public Works

APPROVED: M. Sullivan

ACCOUNTABILITY OBJECTIVES

The Administrative Assistant performs various accounting, administrative, secretarial, and record keeping tasks to ensure the smooth and efficient operation of the office function of the Department of Public Works. The incumbent evaluates and analyzes current and anticipated expenses in relation to the Departmental budget and ensures that all financial liabilities and payroll requirements are accurately processed while auditing the Departmental budget. The incumbent accurately projects year-end expenses and payroll to close the fiscal year appropriations without over expending, while still satisfying the Department's fiscal responsibility. The incumbent assists management in preparing documents including, but not limited to budget preparation, state and federal filings, payroll, department personnel records, including management of staff, licensures, testing, and training requirements.

NATURE OF POSITION

Position reports and is directed by the Department of Public Works Operations Manager, the Administrative Assistant oversees the day-to-day operations of the office. The work involves managing the time commitments and directing one full time staff and occasional labor as assigned. The responsibilities include processing documents containing time sensitive, financial and/or procurement-related information. The incumbent may be called upon or directed to interact with various boards, committees and departments, employees, vendors and contractors, and the general public, requiring superior interpersonal and communication skills. The incumbent must obtain a thorough knowledge of Maynard's organizational structure.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Manages the day-to-day operations of the Director's office. Schedules meetings, communicates with vendors and contractors, and assists in determining responses to emergency situations.
2. Assists the Operations Manager in the preparation of the Department budget. Monitors the Department's budget by tracking expenditures; evaluates and analyzes current expenses; forecasts spending and provides regular budgetary reports to the Director and Assistant Director; and projects year-end expenses to ensure that all financial commitments are met without over expending.
3. Establishes and maintains the Operations Manager's files and records in written and/or electronic format, and develops new filing systems as required.
4. Assist the Operations Manager with the procurement of goods, services and construction contracts including, but not limited to, the preparation of Requests For Proposals (RFPs), Requests For Qualifications (RFQs), Invitations For Bidders (IFBs), as well as solicitations for quotes. Should be familiar with Chapter 30 B MGL, OSB, Central Register and general bid practices and procedures from the Commonwealth of Massachusetts.

5. Produces a variety of routine Departmental correspondence (e.g. letters, memoranda, reports, forms, etc.), and photocopies, distributes and files as appropriate. Receives, screens and places telephone calls, and greets visitors, etc. for the Operations Manager. Receives and distributes Department mail or assigns task appropriately.
6. Monitors and, when necessary, enters data into the Department's work-order/data management system.
7. Prepares weekly payroll for some or all custodians. For all Department staff, establishes and maintains current, detailed, and accurate records required by the Fair Labor Standards Act, including, but not limited to: daily attendance; work shift; computation of hours worked; and compensatory time acquired and expended. Uses these records to compile data and generate requested/required reports/surveys.
8. Establishes and maintains current, detailed and accurate personnel records, which include, but are not limited to: hiring, raises, promotions, incentive pay; training and schooling; and vacation time, personal days, sick leave and injury leave, both work related and non-work related. Uses these records to prepare documents (e.g., Personnel Action Forms, budget documents) as requested.
9. Establishes and maintains current, detailed and accurate records on all equipment used by Departmental personnel.
10. Assists and oversees Water and Sewer utility billing and metering process, prepares abatements when appropriate, assists in developing and disseminating policies related to the utility use and payment. Coordinates work activities for utility staff.
11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Three to five years' experience in an office environment including direct experience with budgets and payroll, or an equivalent combination of education and experience.
- Proficiency in the use of Microsoft Office Suite, web browsers, and Adobe Acrobat.
- Demonstrated aptitude for learning specialized computer applications.
- Exemplary communication and interpersonal skills and the demonstrated ability to interact professionally with multiple constituencies, using tact and diplomacy, both face-to-face and over the telephone.
- Ability to communicate verbally and in writing with utilities, construction companies and other facilities service vendors.
- Demonstrated organizational skills and the ability to prioritize workflow.
- Ability to file accurately.
- A general familiarity with the state laws and regulations governing procurement by public entities, expenditure processes and restrictions, and general operations of governmental units will be required within the first six months of appointment.

Preferred

- Bachelor's degree*.
- Experience with work-order software programs and/or financial platforms.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database and specialized software; typewriter; telephone; calculator; copying; scanning and fax machines.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to sit and talk or hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The incumbent must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Fast pace workplace, must be able diffuse sensitive situations with citizens and/or contractors. Must be a critical thinker with a solution orientated mind set.

*Town will weigh additional appropriate municipal experience in lieu of degree for candidate consideration only.

Additional Information for the position of DPW Administrative Assistant

The Town of Maynard is seeking a qualified person for the position of DPW Administrative Assistant. This is a union Grade VI position with a range of \$21.63 to \$27.69 per hour with a 15% educational incentive for individuals with a Bachelor Degree. The rate of pay will be determined by relative experience. It is 37.5 hour work week from 8 AM until 4:00 PM.

The incumbent will work primarily in the DPW Town Hall Offices, but may be called upon to attend meetings or travel to other DPW locations. Qualifications and examples of duties are contained in the job description preceding this information. The application deadline is noon on February 7th; all applications should be sent to:

Town Of Maynard Board of Selectmen Office

DPW Admin. Asst. Search

Attn; Michael J. Sullivan Town Administrator

195 Main Street

Maynard, Massachusetts 01754